

28 February 1994

**MEDICAL AID STATION
(Kingsley Field ANGB)**

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** The AFI 10, 11, 13, and 36-series, formerly designated as 35, 55, and 16X series of Air Force, Air National Guard directives, and applicable gaining command supplements contain command policy and procedural guidance for the Medical Aid Station function. This ANGMS was developed in accordance with procedures contained in AFPAM 38-208, Air Force Management Engineering Program (MEP) processes, formerly AFR 25-5, 16 May 88.

3. **Applicability.** This standard applies to the 114th Fighter Squadron, Kingsley Field, Oregon, Medical Aid Station work center. This standard applies to peacetime operations only.

4. **Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 12 Nov 93.
- c. Man-hour Data Source. Operational Audit (technical estimate and historical record techniques).
- d. Standard Man-hour Equation. $Y = 100.3 + 1.350X_1 + 0.4954X_2$
- e. Workload Factors (WLFs).

(1) Titles:

- (a) X_1 = An Air Guard Reserve (AGR) Authorized and Non-Topknife Student Assigned.
- (b) X_2 = Total Military Population Served.

(2) Definitions:

- (a) X_1 = Average monthly number of AGRs assigned at Kingsley Field, to include supported tenants and geographically separated units (GSUs); and average monthly number of non-Topknife students attending Air Defense Tactics training. Do not include Topknife course attendees. Use most current 12 months' data.
- (b) X_2 = Average monthly number of military positions authorized, to include supported tenants and geographically separated units (GSUs).

(3) Source:

- (a) X_1 = Employment Authorization Form maintained by NGB/DPX.
- (b) X_2 = EUMD maintained by ANGRC/XPMRM.

5. **Application Instructions:**

- a. The standard is valid through the man-hour range of 538.82 through 898.03. Extrapolation limits represent the upper and lower man-hour values that the equation can be extended.
- b. Determine the values for the WLFs identified in paragraph 4e.
- c. Substitute the workload values into the man-hour equation for X_1 and X_2 identified in paragraph 4d.
- d. Divide the computed allowed man-hours by the appropriate civilian Man-Hour Availability Factor (MAF) which will produce fractional manpower requirements. Use the fractional manpower table provided by ANGRC/XPME to determine requirements.
- e. Refer to the Standard Manpower Table, AF Form 1113, for AFSC distribution. Find the column in which the total number of authorizations falls and read up to determine total manpower by AFSC.

6. **Statement of Conditions.** The normal hours of operation for this work center are eight hours per day, five days per week. There are no other standard of living constraints that affect the daily operation of this work center.

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**Medical Aid Station
(Kingsley Field ANGB)****DIRECT:****1. MEDICAL AID STATION ADMINISTRATION:****1.1. PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE:**

1.1.1. BRIEFS AND ASSISTS THE AIR COMMANDER. Provides input for establishment of an organizational plan delineating authority, accountability and communication of Medical Aid Station (MAS) personnel; establishment of a master staffing plan to reflect appropriate coverage of each shift.

1.1.2. ADVISES OF INTRADEPARTMENTAL PROBLEM OR CONCERN. Analyzes problem and provides proposed solution.

1.1.3. ASSISTS IN DEVELOPING MEDICAL STANDARD OF PRACTICE AND CARE FOR MAS OPERATING INSTRUCTION. Evaluates effectiveness of existing medical policy, recommending change to senior medical health technician when necessary.

1.1.4. ASSISTS WITH THE QUALITY ASSURANCE/RESOURCE MANAGEMENT REVIEW RELATING TO PARAPROFESSIONAL PERSONNEL.

1.1.5. PROVIDES STATISTICAL INPUT FOR MEDICAL UNIT COMMANDER BRIEF TO EXECUTIVE STAFF ON MAS NEED.

1.1.6. PARTICIPATES IN ESTABLISHMENT/IMPLEMENTATION OF MEDICAL GOAL. Provides input on medical philosophy and objective that is consistent with Air National Guard (ANG), Air Force Nurse Corps, command, and hospital goal/objective.

1.1.7. BRIEFS AND ASSISTS MEDICAL UNIT COMMANDER AND EXECUTIVE STAFF. Advises/provides input on present manning status and requirement; job description and performance standard for each enlisted position in MAS; and funding of enlisted continuing education requirement. Develops/recommends policy and procedure to improve utilization of resource to meet mission goal. Assists in distributing manpower based on patient care requirement.

1.1.8. ASSISTS MAS STAFF:

1.1.8.1. ENFORCES SAFETY PRACTICE/POLICY OF MAS, AS WELL AS AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) AND JOINT COMMISSIONS OF ACCREDITATION FOR HOSPITAL ORGANIZATIONS (JCAHO) STANDARD. Ensures paraprofessional personnel are knowledgeable of established standard of care and utilize standard in providing patient care.

1.1.8.2. MONITORS MAS PERSONNEL FOR MAINTENANCE OF INFECTION CONTROL STANDARD.

1.1.8.3. IMPLEMENTS APPLICABLE PHARMACY AND THERAPEUTIC COMMITTEE DECISION.

1.1.9. BRIEFS AND ASSISTS SUPPORTED UNIT.

1.1.10. BRIEFS AND ASSISTS READINESS SUPPORT OFFICER.

1.1.11. BRIEFS AND ASSISTS TOPKNIFE PROGRAM FLIGHT SURGEON.

1.1.12. BRIEFS AND ASSISTS INDIVIDUAL.

1.1.13. BRIEFS INSPECTION TEAM.

1.1.14. BRIEFS AND ASSISTS AIR NATIONAL GUARD (ANG) BUREAU COUNTERPART. Discusses staffing requirement, personnel problem, activity progress and achievement of MAS objective.

1.1.15. ADVISES ANG INDEPENDENT DUTY MEDICAL TECHNICIAN (IDMT) PHYSICIAN PRECEPTOR AND THE HOST MEDICAL UNIT COMMANDER ON POLICY, PROCEDURE AND ALTERNATIVE FOR EFFECTIVE HEALTH CARE DELIVERY TO ELIGIBLE PERSONNEL.

1.2. MANAGES ASSIGNED MEDICAL PERSONNEL:

1.2.1. BRIEFS AND ASSISTS ALL NEWLY ASSIGNED MEDICAL PERSONNEL. Briefs on MAS policy, training requirement, expected compliance with Air Force and hospital regulation, MAS operating instruction, standard of care/practice and other pertinent directive.

1.2.2. KEEPS 902X0 STAFF AWARE OF MAS GOAL, PRIORITY, AND POLICY CHANGE.

1.2.3. PERFORMS MONTHLY REVIEW OF MATERIAL PREPARED BY OTHER DEPARTMENT AND ORGANIZATION THAT IMPACTS ASSIGNED PERSONNEL. Routes pharmacy newsletter, hospital regulation, article from nursing and medical journal, etc.

1.3. MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT. Consults with commander, Safety Office, supervisor, employee, and physician to ensure identification and elimination of hazard and adequate protection of employee.

1.3.1. ADMINISTERS BASE OCCUPATIONAL HEALTH PROGRAM:

1.3.1.1. FINALIZES OCCUPATIONAL HEALTH FORM.

1.3.1.2. CONSULTS WITH BIOENVIRONMENTAL TECHNICIAN. Identifies problem and coordinates resolution.

1.3.1.3. INFORMS COMMANDER AND/OR OTHER OFFICIAL ON OCCUPATIONAL HEALTH MATTER.

1.3.2. ADMINISTERS SAFETY PROGRAM:

1.3.2.1. DISSEMINATES SAFETY PROGRAM INFORMATION.

1.3.2.2. CONDUCTS FACILITY SAFETY INSPECTION.

1.3.2.3. REPORTS SAFETY VIOLATION.

1.3.2.4. COMPLETES CORRECTIVE ACTION.

1.3.2.5. SCHEDULES SAFETY TRAINING.

1.3.3. ADMINISTERS FORMAL MEDICAL AGREEMENT. Coordinates/negotiates with civilian community, hospital director, hospital administrator, county coroner, and/or medical treatment facility.

1.3.3.1. DEVELOPS MUTUAL AID AGREEMENT.

1.3.3.2. COORDINATES INTER-SERVICE AGREEMENT.

1.3.3.3. COORDINATES HOST-TENANT SUPPORT AGREEMENT HAVING MEDICAL IMPACT.

1.4. DEVELOPS/COORDINATES DISASTER RESPONSE PLAN:

1.4.1. DEVELOPS MEDICAL DISASTER RESPONSE PLAN.

1.4.2. REVIEWS BASE DISASTER RESPONSE PLAN FOR MEDICAL IMPACT.

1.5. COORDINATES EMERGENCY MEDICAL RESPONSE/EXERCISE:

1.5.1. DISPATCHES REPRESENTATIVE TO COMMAND POST.

1.5.2. NOTIFIES SUPPORT AGENCY.

1.5.3. PARTICIPATES IN ACCIDENT/INCIDENT INVESTIGATION.

1.5.4. ATTENDS QUARTERLY EMERGENCY RESPONSE MEETING.

1.5.5. PARTICIPATES IN COMMUNITY EMERGENCY RESPONSE ACTIVITY.

1.6. RECRUITS PROFESSIONAL/PARAPROFESSIONAL MEDICAL PERSONNEL:

1.6.1. PREPARES APPLICANT RECRUITMENT FOLDER.

1.6.2. SCREENS APPLICANT RECORD, INCLUDING CREDENTIALS.

1.6.3. INTERVIEWS APPLICANT.

1.6.4. WRITES RECOMMENDATION.

1.7. RESPONDS TO INQUIRY. Researches, compiles information, and generates response to inquiry.

1.7.1. RESPONDS TO CONGRESSIONAL INQUIRY.

1.7.2. RESPONDS TO BOARD OF CORRECTION OF MILITARY RECORDS/INQUIRY.

1.7.3. RESPONDS TO INSPECTOR GENERAL INQUIRY.

1.7.4. RESPONDS TO STATE INQUIRY.

1.7.5. RESPONDS TO ANGR/SG INQUIRY.

1.8. INTERPRETS/IMPLEMENTS POLICY GOVERNING PREPARATION AND MAINTENANCE OF MILITARY HEALTH RECORD.

1.9. COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM. Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.

1.10. CONDUCTS SELF-INSPECTION PROGRAM. Maintains written record of self-inspection in accordance with (IAW) applicable regulation.

1.11. RESPONDS TO INSPECTION/STAFF ASSISTANCE VISIT REPORT. Reviews and analyzes report recommending definitive course of action to ensure deficiency is corrected. Prepares written report.

1.11.1. RESPONDS TO ANGR/SG VISIT REPORT.

1.11.2. RESPONDS TO HEALTH SERVICES MEDICAL INSPECTION (HSMI), GAINING COMMAND STAFF ASSISTANCE VISIT REPORT.

1.11.3. RESPONDS TO IDMT SITE VISIT REPORT FROM NATIONAL GUARD BUREAU (NGB), AIR TRAINING COMMAND (ATC) AND ACTIVE DUTY IDMT SUPPORT MEDICAL TREATMENT FACILITY (SMTF).

1.12. PERFORMS CASE REVIEW. Reviews on-going cases and ensures follow-up patient care is provided. Reviews allergy clinic patient status, ensuring annual reevaluation by allergist is performed as required.

1.13. REVIEWS/APPROVES SMTF IDMT PROGRAM MONITOR REPORT.

1.14. MANAGES URINE DRUG TESTING PROGRAM AND HIV TESTING PROGRAM:

1.14.1. FORWARDS SPECIMEN FOLLOWING CHAIN OF CUSTODY PROCEDURE. Includes sample gathering and preparation.

1.14.2. REVIEWS AND DISTRIBUTES LAB TESTING REPORT.

1.14.3. PREPARES SUMMARY REPORT OF TESTING RESULT.

1.14.4. PREPARES DOCUMENTATION PACKAGE FOR POSITIVE CASE.

1.14.5. SCHEDULES INDIVIDUAL TESTED POSITIVE FOR MEDICAL CONSULTATION.

1.14.6. PROVIDES MEDICAL EXPERTISE TO ADMINISTRATIVE DISCHARGE BOARD.

1.15. MANAGES HEARING CONSERVATION PROGRAM.

2. PHYSICAL EXAMINATION:

2.1. SCHEDULES PHYSICAL EXAMINATION:

2.1.1. REVIEWS COMPUTER LISTING FOR ACCURACY.

2.1.2. IDENTIFIES PERIODIC PHYSICAL REQUIREMENT THROUGH MEDICAL RECORDS REVIEW.

2.1.3. COORDINATES WITH UNIT. Coordinates with unit to reschedule incomplete and/or overdue physical examination. Identifies examination no-show.

2.1.4. PREPARES SCHEDULE.

2.1.5. DISTRIBUTES SCHEDULE.

2.1.6. PREPARES/DISTRIBUTES INDIVIDUAL PHYSICAL EXAMINATION PACKET.

2.1.7. PREPARES COMPLIANCE RATE REPORT.

2.1.8. REVIEWS COMPLETED EXAMINATION.

2.1.9. REVIEWS MILITARY ENTRANCE PROCESSING STATION (MEPS) PHYSICAL.

2.1.10. PREPARES COMPLETED PHYSICAL EXAMINATION IN FINAL FORM:

2.1.10.1. PREPARES ENLISTMENT PHYSICAL.

2.1.10.2. PREPARES COMMISSION PHYSICAL.

2.1.10.3. PREPARES FLYING CLASS II, III, AND INTERIM FLYING PHYSICAL.

2.1.10.4. PREPARES PERIODIC PHYSICAL.

2.1.10.5. PREPARES MEDICAL EVALUATION BOARD (MEB) PHYSICAL.

2.1.10.6. PREPARES WAIVER PHYSICAL DOCUMENTATION FOR SUBMISSION.

2.1.10.7. PREPARES PREPLACEMENT PHYSICAL.

2.1.11. REPORTS COMPLETED PHYSICAL EXAMINATION ACTION, INCLUDING HIV RESULT, TO CONSOLIDATED BASE PERSONNEL OFFICE (CBPO).

2.1.12. FILES COMPLETED EXAMINATION IN MEDICAL RECORD.

2.2. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD:

2.2.1. PREPARES EXAMINATION ROOM.

2.2.2. TAKES HEIGHT, WEIGHT, BLOOD PRESSURE, AND PULSE.

2.2.3. PERFORMS BODY FAT MEASUREMENT (BFM).

2.2.4. CHECKS PROFILE FACTOR.

2.2.5. PERFORMS ELECTROCARDIOGRAM (EKG) TEST.

2.2.6. PERFORMS VISION SCREENING TEST.

2.2.7. PERFORMS HEARING TEST.

2.2.8. PERFORMS PULMONARY FUNCTION TEST.

2.3. IN-PROCESSES STUDENT. Reviews medical record to ensure physical exam is current in accordance with (IAW) applicable regulation. Schedules exam with IDMT if record is not current.

2.4. PROCESSES AF FORM 895, ANNUAL MEDICAL CERTIFICATE:

2.4.1. REVIEWS COMPUTER LISTING.

2.4.2. FORWARDS TO AFFECTED PERSONNEL FOR COMPLETION.

2.4.3. REVIEWS COMPLETED FORM. Performs review to ensure all medical conditions are annotated on both the AF Form 895 and in the medical care is noted in the medical record and any required follow-up action is performed.

2.4.4. COMPLETES FOLLOW-UP ACTION TO POSITIVE RESPONSE.

2.4.5. FILES COMPLETED MEDICAL CERTIFICATION.

2.5. SCHEDULES IMMUNIZATION:

2.5.1. REVIEWS AUTOMATED LISTING FOR DUE/OVERDUE IMMUNIZATION.

2.5.2. REFERS UPDATED ROSTER TO AFFECTED ORGANIZATION.

2.5.3. ENSURES COMPLIANCE WITH CURRENT IMMUNIZATION REQUIREMENT.

2.5.4. ADMINISTERS NON-ALLERGY IMMUNIZATION.

2.5.5. PREPARES UPDATED IMMUNIZATION RECORD.

2.6. PROCESSES ORDER FOR SPECTACLES. Processes DD Form 771, Eyewear Prescription, for aviation spectacles, safety glasses, or protective mask insert.

2.6.1. IDENTIFIES PERSONNEL AUTHORIZED SPECTACLES.

2.6.2. REVIEWS DD FORM 771. Reviews form to identify patient's entitlement status; whether regular entitlement or safety glass is required; and ensures prescription information is correct and included in medical record.

2.6.3. OBLIGATES FUNDS FOR PROCUREMENT OF SPECTACLES.

2.6.4. FORWARDS REQUEST TO OPTICAL LAB.

2.6.5. RECEIVES SPECTACLES, COMPARES TO REQUISITION, AND AUTHORIZES PAYMENT FOR SERVICE RECEIVED.

2.6.6. ISSUES SPECTACLES.

2.6.7. DOCUMENTS AND FILES TRANSACTION.

3. PATIENT CARE:

3.1. PERFORMS LINE OF DUTY (LOD) DETERMINATION:

3.1.1. IDENTIFIES PERSONNEL REQUIRING LOD TREATMENT.

3.1.2. INVESTIGATES INCIDENT.

3.1.3. PREPARES LOD REPORT.

3.1.4. DETERMINES INCAPACITATION PAY STATUS.

3.1.5. CONSULTS WITH IDMT/PHYSICIAN.

3.1.6. COORDINATES WITH AFFECTED AGENCY. Advises CBPO and unit commander when an examinee is disqualified and personnel action is required.

3.1.7. ENSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE.

3.1.8. FOLLOWS-UP ON CASE FILE.

3.1.9. REQUESTS PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TESTING RESULT.

3.1.10. PROCESSES MEDICAL BILL CLAIM FROM CIVILIAN MEDICAL SOURCE. Validates claim.

3.1.11. DOCUMENTS CASE IN MEDICAL RECORD.

3.1.12. REVIEWS CASE AND ENSURES ACTION IS COMPLETE.

3.2. ACTS AS MEDICAL BOARD LIAISON:

3.2.1. COORDINATES BOARD FINDING AND RECOMMENDATION WITH THE MILITARY MEMBER.

3.2.2. PROVIDES ADVICE, BACKGROUND INFORMATION AND ASSISTANCE TO MEDICAL BOARD.

3.2.3. ARRANGES FOR REQUIRED CLINICAL TEST AND CONSULTATION TO INCLUDE CIVILIAN RESOURCE WHEN REQUIRED BY THE BOARD.

3.2.4. COORDINATES BOARD FINDING WITH MEDICAL UNIT COMMANDER, PATIENT AND PATIENT'S UNIT COMMANDER.

3.3. PERFORMS PRIMARY MEDICAL CARE UNDER THE SUPERVISION AND DIRECTION OF AN IDMT PHYSICIAN PRECEPTOR IN THE ABSENCE OF A FULL-TIME MEDICAL OFFICER:

3.3.1. PERFORMS DAILY SICK CALL FOR ELIGIBLE PATIENT. Logs the patient in; pulls medical record; collects data required for diagnosis; performs procedure and examination; obtains and evaluates medical history; performs diagnostic study; orders appropriate laboratory study, x-ray study, electrocardiogram; and charts the medical record.

3.3.2. CONSULTS PRECEPTOR AS INDICATED BY PATIENT NEEDS.

3.4. MANAGES CARE MANAGEMENT PROGRAM:

3.4.1. REFERS PATIENT TO CIVILIAN PROVIDER.

3.4.2. SUBMITS TREATMENT PLAN TO SMTF PRECEPTOR. Civilian provider generates treatment plan.

3.4.3. CONTACTS CIVILIAN PROVIDER AND PATIENT. Upon SMTF approval of treatment plan, contacts provider and patient to set up appointment plan.

3.4.4. RECEIVES AND REVIEWS PATIENT SUMMARY FROM PROVIDER.

3.4.5. IDENTIFIES REQUIREMENT FOR MEDICAL PROFILE IF NECESSARY (AF FORM 422, PHYSICAL PROFILE SERIAL REPORT).

3.4.6. PREPARES SF 600, HEALTH RECORD - CHRONOLOGICAL RECORD OF MEDICAL CARE, OVERPRINTS FOR DENTAL REFERRALS. Paperwork includes verbal authorization for care and record of multiple visits.

3.5. PERFORMS LABORATORY STUDY. Obtains specimen and performs laboratory study associated with clinical indicator/physical exam. Includes pregnancy testing. Need is determined through sick call visit with IDMT or upon request of physician.

3.5.1. PREPARES PATIENT AND TAKES SAMPLE.

3.5.2. PREPARES SPECIMEN FOR SHIPMENT.

3.5.3. RECEIVES/REVIEWS TEST RESULT AND ENTERS RESULT INTO MEDICAL RECORD.

3.5.4. PERFORMS FOLLOW-UP ANALYSIS AS NECESSARY.

3.5.5. FOLLOWS UP ON MISSING LABORATORY REPORT.

3.6. PERFORMS STERILE SUPPLY PROCEDURE. Rinses instrument, mixes ultrasonic detergent and puts instrument into cleaner, rinses, mixes instrument milk and puts instrument into milk, dries instrument, performs quality control inspection for damaged instrument, wraps, sterilizes, and distributes to examination room.

3.7. PERFORMS SPECIALTY PROCEDURE AS REQUIRED. Includes room preparation, gathering instrument, preparing patient, performing procedure, charting, and room cleanup.

3.7.1. ASSISTS PHYSICIAN IN PERFORMING VASECTOMY.

3.7.2. PERFORMS MINOR SURGICAL PROCEDURE.

3.8. PERFORMS INITIAL DENTAL SCREENING ON INCOMING PERSONNEL.

3.9. IN THE ABSENCE OF A DENTAL OFFICE, EXAMINES, ASSESSES AND TREATS EMERGENCY DENTAL DISORDER, WITHIN THE SCOPE OF HIS/HER TRAINING.

3.10. PROVIDES MEDICAL OPINION:

3.10.1. INDEPENDENTLY REVIEWS AND EVALUATES PHYSICAL EXAMINATION, WAIVER, MEDICAL QUALIFICATION AND ENTITLEMENT, AND DISPOSITION OF ANG PERSONNEL.

3.10.2. PROVIDES MEDICAL OPINION FOR LOD DETERMINATION.

3.10.3. RECEIVES AND REVIEWS REPORT SUCH AS MEDICAL EVALUATION BOARD REPORT AND PERSONNEL ACTION REQUEST TO ENSURE MEDICAL ACCURACY.

3.10.4. MAKES MEDICAL DETERMINATION WHEN AN EXAMINEE IS DISQUALIFIED AND PERSONNEL ACTION IS REQUIRED.

3.11. PERFORMS EMERGENCY/CRASH RESPONSE:

3.11.1. RESPONDS TO ON-BASE EMERGENCY AS DIRECTED BY FIRE DEPARTMENT AND/OR CRASH RESCUE TEAM.

3.11.2. COORDINATES MEDICAL CARE FOR ENTITLED PERSONNEL.

3.11.3. CONSULTS WITH ATTENDING PHYSICIAN REGARDING CARE.

3.11.4. DOCUMENTS INCIDENT.

3.11.5. FILES PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TREATMENT SUMMARY.

3.11.6. PROVIDES BASIC LIFE SUPPORT, FIRST AID, AND/OR TRANSPORTATION OF PATIENT TO APPROPRIATE MILITARY OR CIVILIAN HOSPITAL IN EVENT OF MEDICAL EMERGENCY.

3.12. SCHEDULES SPECIAL PURPOSE EXAMINATION. Schedules special purpose exam to include fetal protection program and occupational related examination.

3.12.1. COMPILES AND DISTRIBUTES SCHEDULED EXAM ROSTER.

3.12.2. COMPILES AND DISTRIBUTES DELINQUENT ROSTER.

3.12.3. PREPARES COMPLIANCE RATE REPORT.

3.13. PERFORMS FLIGHT EVALUATION:

3.13.1. ASSESSES ABNORMAL OR UNUSUAL MEDICAL PROBLEM AND RECOMMENDS CONTINUANCE, REMOVAL, OR RETURN TO FLYING DUTY (AF FORM 1042, MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY).

3.13.2. CONSULTS WITH FLIGHT SURGEON.

3.13.3. FORWARDS RECOMMENDATION TO COMMANDER AND FLIGHT RECORDS.

3.13.4. COORDINATES WITH FLYING UNIT REGARDING DISPOSITION OF FLYER.

3.13.5. PREPARES AND UPDATES AF FORM 1041, MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG.

3.14. DISPENSES MEDICATION:

3.14.1. DISPENSES NON-PRESCRIPTION MEDICATION.

3.14.2. DISPENSES CONTROLLED MEDICATION. IDMT dispenses in support of IDMT and TOPKNIFE Flight Surgeon programs and authorized civilian provider. Maintains prescription control number log; labels, counts, and issues prescription; and files prescription request.

3.14.3. DISPENSES SCHEDULE III, IV, OR V NARCOTIC. IDMT dispenses in support of TOPKNIFE and IDMT programs as well as for authorized civilian provider. Maintains prescription control number log. Documents prescription order on AF Form 582, Pharmacy Stock Record. Labels, counts and issues prescription. Files prescription request.

3.15. ADMINISTERS CIVILIAN CARE REFERRAL AUTHORIZATION PROGRAM. IDMT arranges consultation with medical or dental practitioner for definitive care with approval of the physician preceptor.

3.15.1. AUTHORIZES EMERGENCY DENTAL CARE REFERRAL.

3.15.2. AUTHORIZES EMERGENCY OPTOMETRY CARE REFERRAL.

3.15.3. MONITORS SPECIAL CONSULTATION IN SUPPORT OF TOPKNIFE OR IDMT PROGRAM.

3.15.4. AUTHORIZES NONEMERGENCY CIVILIAN CARE REQUESTED BY SMTF.

3.16. ASSISTS SMTF DENTIST DURING QUARTERLY PATIENT CARE VISIT. IDMT pulls record, gathers required dental supply, prepares exam room, arranges any follow-up care required and cleans exam room.

3.17. ASSISTS SMTF OPHTHALMOLOGIST DURING QUARTERLY PATIENT CARE VISIT. IDMT pulls record, gathers required optometry supply, prepares exam room, arranges any follow-up care required and cleans exam room.

3.18. COUNSELS PREGNANT PATIENT AND PREPARES PROFILE.

3.19. MANAGES ALLERGY CLINIC:

3.19.1. IDENTIFIES PATIENT NEED.

3.19.2. PERFORMS SKIN TEST.

3.19.3. PERFORMS PULMONARY FUNCTION TEST.

3.19.4. CONSULTS WITH BOARD CERTIFIED ALLERGIST. Includes both phone consultation and actual referral of patient if necessary.

3.19.5. RECEIVES AND PERFORMS QUALITY ASSURANCE CHECK ON SERUM.

3.19.6. PREPARES IMMUNOTHERAPY RECORD.

3.19.7. PROVIDES WEEKLY IMMUNIZATION. Includes mixing of dilution as necessary.

3.19.8. MONITORS PATIENT FOR ANAPHYLACTIC REACTION.

3.19.9. ARRANGES FOR ANNUAL REEVALUATION BY ALLERGIST.

4. TOPKNIFE FLIGHT SURGEON PROGRAM:

- 4.1. PREPARES APPLICATION PACKET.**
- 4.2. SENDS APPLICATION PACKET TO PROSPECTIVE APPLICANT.**
- 4.3. REVIEWS APPLICATION.** Reviews application to ensure applicant meets minimum course requirement.
- 4.4. MAINTAINS APPLICANT LIST.**
- 4.5. ESTABLISHES APPLICANT FOLDER.**
- 4.6. NOTIFIES QUALIFIED APPLICANT.**
- 4.7. DEVELOPS STUDENT DATABASE.**
- 4.8. PROVIDES ANGR/SG WITH REQUESTED STUDENT INFORMATION.**
- 4.9. MAINTAINS MEDICAL ACADEMIC BOOK.** Posts/updates new information.
- 4.10. MAINTAINS LIAISON WITH ANGR/SG ON COURSE PROGRESS.**
- 4.11. PROVIDES QUALITY ASSURANCE FOR ACADEMIC MATERIAL.**
- 4.12. MAINTAINS COURSE/STUDENT HISTORICAL FILE.**
- 4.13. REVIEWS SURGEON INPUT TO MEDICAL RECORD.**
- 4.14. PREPARES AND AWARDS COURSE CERTIFICATE.**

5. ADMINISTRATION:

5.1. PROCESSES TOUR OF DUTY/TEMPORARY DUTY (TDY) ORDER. Does not include TDY order of patient required to meet with board certified allergist.

- 5.1.1. PREPARES ORDER.**
- 5.1.2. DISTRIBUTES ORDER.**
- 5.1.3. MAINTAINS ORDER RECORD.**
- 5.1.4. AUTHENTICATES STATEMENT OF TOUR OF DUTY.**

5.2. PREPARES MEDICAL REPORT:

- 5.2.1. PREPARES PHYSICAL EXAM COMPLIANCE RATE REPORT.**
- 5.2.2. PREPARES IMMUNIZATION COMPLIANCE RATE REPORT.**
- 5.2.3. PREPARES HUMAN IMMUNODEFICIENCY VIRUS (HIV) COMPLIANCE REPORT.**
- 5.2.4. PREPARES DRUG TESTING REPORT.**
- 5.2.5. PREPARES MEDICAL SERVICE WORKLOAD REPORT.**
- 5.2.6. PREPARES MANAGEMENT ACTIVITY AND AFTER-ACTION REPORT.**
- 5.2.7. PREPARES STATE REQUIRED REPORT.**
- 5.2.8. PREPARES RESPONSE TO SMTF IDMT PROGRAM MONITOR REPORT.**
- 5.2.9. PREPARES INFLUENZA REPORT.**
- 5.2.10. PREPARES GAINING COMMAND MEDICAL UNIT REPORT.**

5.3. ADMINISTERS MEDICAL SECURITY PROGRAM:**5.3.1. PERFORMS FACILITY SURVEY.****5.3.2. MONITORS SECURITY CLEARANCE.****5.3.3. PROCESSES UNESCORTED ENTRY AUTHORIZATION CERTIFICATE, AF FORM 2586.****5.3.4. CONDUCTS LINE BADGE INVENTORY.****5.3.5. CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.****5.3.6. VALIDATES AF FORM 2583, REQUEST FOR PERSONNEL SECURITY ACTION, FOR BASE POPULATION.****5.4. ADMINISTERS MEDICAL CURRENCY INFORMATION FILE (MCIF):****5.4.1. PREPARES DATA FILE.****5.4.2. PREPARES AF FORM 396, SIGNATURE CARD.****5.4.3. REVIEWS DATA FOR MAJOR COMMAND (MAJCOM) AND UNIT.****5.4.4. POSTS DATA RECEIPT TO INDIVIDUAL AF FORM 396.****5.4.5. FILES DATA.****5.5. MAINTAINS MEDICAL COMPUTER SYSTEM:****5.5.1. ESTABLISHES COMPUTER REQUIREMENT.****5.5.2. PROVIDES COMPUTER TRAINING.****5.5.3. OPERATES COMPUTER REMOTE AND MAINTAINS COMPUTER SECURITY.****5.6. MAINTAINS MEDICAL/DENTAL RECORD.** Includes record maintained for student attending sick call, staff and traditional guardsmen authorized medical care in unit supported. Acts as military health records custodian.**5.6.1. FILES DOCUMENTATION IN RECORD.****5.6.2. CREATES NEW MEDICAL/DENTAL RECORD.****5.6.3. PERFORMS QUALITY ASSURANCE REVIEW OF MEDICAL/DENTAL RECORD.****5.6.4. RETIRES MEDICAL RECORD.****5.6.5. PERFORMS ANNUAL INVENTORY OF MEDICAL/DENTAL RECORD.****5.7. PARTICIPATES IN CIVILIAN CARE REFERRAL AUTHORIZATION PROGRAM ADMINISTRATION.****5.7.1. MAINTAINS REFERRAL CONTROL NUMBER LOG.****5.7.2. ISSUES CONTROL NUMBER.****5.7.3. TRACKS EMERGENCY MEDICAL TREATMENT DOCUMENTATION FOR BILLING/PAYMENT.****5.7.4. TRACKS PAYMENT OF SERVICE THROUGH SMTF.****5.7.5. AUTHORIZES CIVILIAN LABORATORY ANALYSIS IN SUPPORT OF TOPKNIFE, IDMT, AND FLIGHT SURGEON REQUEST.****5.7.6. TRACKS LAB ANALYSIS RESULT.**

5.8. ISSUES CIVILIAN PROVIDER CONTROL NUMBER FOR CONTROLLED/SCHEDULE III, IV, or V NARCOTIC MEDICATION.

5.9. PROVIDES MEDICAL ADMINISTRATIVE SUPPORT FOR TRANSIENT MILITARY UNITS ATTENDING AIR DEFENSE TACTICS TRAINING.

5.10. SCHEDULES PATIENT FOR SMTF DENTAL/OPTOMETRY VISIT.

5.11. ARRANGES PHYSICIAN TDY FUNDING DURING QUARTERLY SMTF DENTAL/OPTOMETRY VISIT.

5.12. ADMINISTERS REFILL CALL-IN PROGRAM FOR PHARMACY.

5.13. ADMINISTERS CARE MANAGEMENT PROGRAM:

5.13.1. PROVIDES FUNDING AUTHORIZATION.

5.13.2. MAINTAINS BILLING LOG.

5.13.3. FILES PROVIDER'S PATIENT SUMMARY IN MEDICAL RECORD AND COMPARES TO BILLING LOG.

5.14. PREPARES MEDICAL PROFILE:

5.14.1. PREPARES PROFILE PAPERWORK.

5.14.2. MAINTAINS SUSPENSE OF EXPIRED PROFILE/EXTENSION TO PROFILE.

5.15. ARRANGES ALLERGY CLINIC CONSULTATION WITH BOARD CERTIFIED ALLERGIST:

5.15.1. PREPARES ORDER/FUNDING AUTHORIZATION FOR PATIENT'S TDY.

5.15.2. SCHEDULES APPOINTMENT WITH ALLERGIST.

5.15.3. ARRANGES PATIENT'S BILLETING.

5.16. PROCESSES CENTRALLY MANAGED ALLOTMENT (CMA) MEDICAL BILL CLAIM FROM CIVILIAN MEDICAL SOURCE, INCLUDING PHARMACY BILL AND LABORATORY STUDY. Validates claim.

5.17. PERFORMS AS CHAMPUS BENEFITS ADVISOR:

5.17.1. BRIEFS DEPENDENT OF ACTIVE DUTY PERSONNEL. Assists with problem.

5.17.2. CONTACTS MEDICAL SERVICE PROVIDER.

5.17.3. CONTACTS CHAMPUS. Maintains liaison with local CHAMPUS representative and insurance provider.

5.17.4. ASSISTS WITH DOCUMENTATION/CLAIMS PROCESS. Helps personnel with filing, documentation, and appeal process.

5.17.5. MAINTAINS CHAMPUS REGULATION LIBRARY. Files change, update and new material.

6. TRAINING:

6.1. DEVELOPS/COORDINATES MEDICAL READINESS UTA TRAINING PROGRAM:

6.1.1. DEVELOPS/COORDINATES COMPREHENSIVE TRAINING PLAN. Identifies need from Air Force (AF) or National Guard Bureau (NGB) regulation and Operations Plan (OPlan) and develops a plan of accomplishment.

6.1.2. DETERMINES TRAINING REQUIREMENT.

6.1.3. COORDINATES TRAINING RESOURCE. Arranges for needed equipment, supply, facility, and other resource.

6.1.4. MAINTAINS DOCUMENTATION.

6.2. DEVELOPS ANNUAL TRAINING PLAN:

6.2.1. DETERMINES INDIVIDUAL REQUIREMENT.

6.2.2. COORDINATES WITH EXECUTIVE TEAM.

6.2.3. PREPARES ANNUAL TRAINING PLAN.

6.2.4. DEVELOPS ALTERNATE TRAINING PLAN.

6.2.5. COORDINATES WITH TRAINING SITE/FACILITY. Coordinates training requirement, billeting, food service, and transportation.

6.2.6. CONDUCTS TRAINING SITE VISIT.

6.2.7. PREPARES AFTER-ACTION REPORT.

6.3. MONITORS ENLISTED SPECIALITY TRAINING:

6.3.1. COORDINATES UNIT AND INDIVIDUAL FORMAL TRAINING REQUIREMENT.

6.3.2. CONDUCTS TRAINING SUPERVISOR MEETING.

6.3.3. UPDATES MASTER TRAINING PLAN.

6.3.4. PROCESSES AND MONITORS CORRESPONDENCE DEVELOPMENT COURSE MATERIAL.

6.3.5. MONITORS TRAINING DOCUMENTATION.

6.3.6. OBTAINS RESOURCE FOR TRAINING TO MEET NEED IN PATIENT CARE AREA.

6.4. MONITORS ANCILLARY MEDICAL TRAINING:

6.4.1. SCHEDULES ANCILLARY TRAINING FOR MEDICAL PERSONNEL.

6.4.2. NOTIFIES MEDICAL PERSONNEL OF TRAINING REQUIREMENT.

6.4.3. DOCUMENTS TRAINING.

6.5. ESTABLISHES, MONITORS, AND MAINTAINS BASE SELF-AID AND BUDDY CARE PROGRAM.

6.5.1. PROVIDES TECHNICAL ADVICE AND TRAINER TRAINING.

6.5.2. MONITORS TRAINING REPORT.

6.5.3. PREPARES QUARTERLY REPORT TO HEADQUARTERS.

6.6. MAINTAINS IDMT PROFICIENCY TRAINING REQUIREMENT:

6.6.1. COORDINATES TRAINING WITH SMTF.

6.6.2. MAINTAINS IDMT CURRENCY RECORD.

6.7. PROVIDES MAS PERSONNEL TRAINING:

6.7.1. ENSURES PERSONNEL ARE KNOWLEDGEABLE IN THE USE OF THERAPEUTIC EQUIPMENT.

6.7.2. PROMOTES/MAINTAINS MAS PROGRAM TO ENSURE ALL PERSONNEL ARE AMBULANCE DRIVER QUALIFIED.

6.8. PERFORMS AS BASE CPR TRAINER:

6.8.1. SCHEDULES CLASSE/STUDENT.

6.8.2. PREPARES FOR AND TEACHES CLASS.

6.8.3. PREPARES CERTIFICATE.

6.8.4. PREPARES AND ANNOTATES TRAINING ROSTER FOR HIGHER HEADQUARTERS.

6.8.5. ADVISES SUPERVISOR OF NO SHOW.

6.8.6. CLEANS CPR EQUIPMENT.

6.9. PROVIDES DEPLOYED UNIT TRAINING:

6.9.1. CONDUCTS AMBULANCE FAMILIARITY TRAINING AS NEEDED.

6.9.2. CONDUCTS FLIGHTLINE RESPONSE TRAINING FOR INFLIGHT EMERGENCY.

7. RESOURCE MANAGEMENT:

7.1. MANAGES MEDICAL BUDGET. Acts as program fund manager of record for entire MAS function. Includes evaluating and coordinating the budgetary need of the IDMT program.

7.1.1. DEVELOPS ANNUAL MEDICAL BUDGET ESTIMATE.

7.1.2. RECEIVES FUND ALLOCATION.

7.1.3. PREPARES QUARTERLY FUND DISTRIBUTION. Coordinates adjustment to budget and any special expenditure.

7.1.4. MONITORS EXPENDITURE.

7.1.5. MANAGES CENTRALLY MANAGED ALLOTMENT (CMA).

7.2. MANAGES MEDICAL MATERIAL AND PHARMACEUTICAL SUPPLY:

7.2.1. ESTABLISHES REQUIREMENT AND MAINTAINS CONTROL OF RECORD FOR STORAGE, SAFEGUARDING, ISSUE, AND INSPECTION OF MEDICAL MATERIAL AND PHARMACEUTICAL. Requisitions pharmacy and supply item from SMTF. Reorders allergy serum as necessary.

7.2.2. DIRECTS AUDIT AND INVENTORY OF CONTROLLED/NARCOTIC DRUG. Inbriefs disinterested party, performs inventory, performs audit, reviews expiration date and destruction of controlled drug. Prepares DD Form 1150, Request for Issue or Turn-In, for narcotic drug whose shelf life has expired or which has been recalled and returns to SMTF.

7.3. MAINTAINS MEDICAL SUPPLY:

7.3.1. DETERMINES ITEM REQUIREMENT.

7.3.2. ORDERS MEDICAL SUPPLY:

7.3.2.1. ORDERS STOCK LISTED ITEM.

7.3.2.2. ORDERS LOCAL PURCHASE ITEM.

7.3.2.3. ORDERS FROM ACTIVE DUTY FACILITY MEDICAL SHOPPING GUIDE.

7.3.3. TRAVELS TO RECEIVE MEDICAL SUPPLY.

7.3.4. STORES MEDICAL SUPPLY.

7.3.5. MONITORS SUPPLY STATUS.

7.3.6. PERFORMS QUALITY CONTROL.

7.4. MANAGES MEDICAL EQUIPMENT.

7.4.1. DETERMINES REQUIREMENT.

7.4.2. PROCESSES EQUIPMENT REQUEST.

7.4.3. MONITORS STATUS OF EQUIPMENT ON ORDER.

7.4.4. RECEIVES EQUIPMENT.

7.4.5. INSTALLS EQUIPMENT. Arranges for installation or installs equipment in-house.

7.4.6. PERFORMS PERIODIC OPERATOR MAINTENANCE.

7.4.7. COORDINATES MEDICAL EQUIPMENT REPAIR CENTER (MERC) VISIT AND TESTING OF MEDICAL EQUIPMENT.

7.4.8. COORDINATES CIVILIAN CONTRACTOR MAINTENANCE.

7.4.9. MONITORS THREE/FIVE YEAR EQUIPMENT REPLACEMENT PLAN FOR THE MAS.

7.5. ASSURES AVAILABILITY OF EMERGENCY MEDICAL EQUIPMENT AND SUPPLY ITEM.

7.6. MANAGES MEDICAL WORKDAY ASSET:

7.6.1. ESTABLISHES REQUIREMENT.

7.6.2. RECEIVES, FORECASTS, AND DISTRIBUTES ALLOCATION.

7.6.3. MAINTAINS RECORD OF WORKDAY UTILIZATION. Logs order against current balance to monitor allocation asset.

7.6.4. ADJUSTS WORKDAY BALANCE WITH MEDICAL COMMANDER AND BASE WORKDAY MONITOR. Provides justification for additional allocation requirement.

7.7. MAINTAINS FIRST AID KIT. Periodically inspects first aid kit for serviceability, replaces dated item, and re-packs as needed:

7.7.1. INSPECTS AIRCREW SURVIVAL KIT.

7.7.2. INSPECTS SHOP FIRST AID KIT.

7.8. STOCKS AMBULANCE WITH MEDICAL EXPENDABLE SUPPLIES. Ensures expiration date is current.

7.9. INSPECTS/STOCKS MASS CASUALTY RESPONSE KIT. Ensures expiration date has not been exceeded.

8. LIAISON:

8.1. ACTS AS MEDICAL LIAISON FOR VISITING UNIT:

8.1.1. ACTS AS MEDICAL POINT OF CONTACT (POC):

8.1.1.1. BRIEFS USER BY TELEPHONE PRIOR TO DEPLOYMENT.

8.1.1.2. ATTENDS PRE-DEPLOYMENT SITE BRIEFING AS KINGSLEY FIELD MEDICAL REPRESENTATIVE.

8.1.2. CONDUCTS PRE-DEPLOYMENT AND ACTUAL DEPLOYMENT TOUR OF INSTALLATION:

8.1.2.1. IDENTIFIES ACTIVITY, PROBLEM, OR UNIQUE EMERGENCY PROCEDURE.

8.1.2.2. CONDUCTS TOUR OF AREA MEDICAL FACILITY WITH VISITING MEDICAL PERSONNEL TO FAMILIARIZE THEM WITH LOCATION.

8.2. PROVIDES EMERGENCY FIRST AID TO VISITING UNIT WHEN NO MEDICAL PERSONNEL DEPLOY WITH UNIT.

8.3. MAINTAINS LIAISON WITH LOCAL CIVILIAN MEDICAL CENTER, MILITARY MEDICAL TREATMENT FACILITY, ANGRG/SG, AND ACTIVE DUTY COMMANDS—HQ USAF/SG, ATC/SG, ETC.

8.4. MAINTAINS LIAISON WITH SMTF STAFF (NURSING SERVICES, PHARMACY, AND TRAINING AND EDUCATION).

8.5. MAINTAINS LIAISON WITH MEDICAL COMMUNITY GROUP, CIVILIAN PARAPROFESSIONAL ORGANIZATION, AND EDUCATIONAL ACTIVITY.

INDIRECT:

I1. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:

I1.1.3. RATES PERFORMANCE:

I1.1.3.1. PREPARES MILITARY EVALUATION. Reviews enlisted performance report, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

I1.1.3.1.1. PREPARES ENLISTED EVALUATION.

I1.1.3.3. INDORSES MILITARY EVALUATION. Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.

I1.1.3.3.1. INDORSES ENLISTED EVALUATION.

I1.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

I1.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

I1.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.1.5. NOMINATES PERSONNEL FOR AWARD:

I1.1.5.1. PREPARES MILITARY AWARD OR DECORATION NOMINATION: Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

I1.1.5.1.3. PREPARES ENLISTED AWARD NOMINATION.

I1.1.5.1.4. PREPARES ENLISTED DECORATION NOMINATION.

I1.2. SUPERVISES PERSONNEL:

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

I1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual, and informs work center personnel on change affecting work center activity.

I1.2.3.3.1. INFORMS WORK CENTER PERSONNEL.

I1.2.3.3.2. INFORMS INDIVIDUAL.

I1.2.4. COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

I1.2.4.2. COUNSELS ENLISTED MEMBER.**I2. ADMINISTRATION:**

I2.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final and releases to originator.

I2.1.1. TYPES ENLISTED EVALUATION.**I2.1.7. TYPES AWARD AND DECORATION:****I2.1.7.1. TYPES ENLISTED AWARD.****I2.1.7.4. TYPES ENLISTED DECORATION.**

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.14. MAINTAINS OFFICE EQUIPMENT. Cleans equipment; dusts equipment; changes ribbon, belt, or tape; and makes minor adjustment.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.2. PREPARES FOR UNIT MEETING.**I3.2. CONDUCTS OR ATTENDS MEETING.****I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.****I4. TRAINING:**

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I7. CLEAN-UP:

I7.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

I7.3.1. CLEANS OFFICE AREA.

